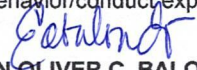



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center;">INSTRUCTOR I</div>	
2. ITEM NUMBER INST 1-20-2002		3. SALARY GRADE SG12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT STATE UNIVERSITY AND COLLEGES		6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION Department of Biological Sciences		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DBS		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Arts and Sciences	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, microscope			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors Non-Supervisors Staff	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): admin offices
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education Master's Degree candidate	21b. Experience NONE REQUIRED	21c. Training NONE REQUIRED	21d. Eligibility NONE REQUIRED except for courses with board exam wherein RA1080 is required

5%	3. Performs other functions, among others: a. supervise the conduct of research and other research-related functions b. submits quarterly and midyear research progress reports c. presents papers during the University In-house review and in regional/national R & D Symposia	2
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23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.


ERN OLIVER C. BALONDO
Employee's Name, Date and Signature


CHERYL C. BATISTEL 7/25/2024
Supervisor's Name, Date and Signature